

Contractual Employee Acknowledgement

This will acknowledge that I have access to the relevant [HS]² Handbooks (Employee Handbook, Family Handbook, Residential Handbook, RA/TA Relationship, and Crisis Management Handbook found on the Faculty Resource website) and that I will familiarize myself with the contents of each Handbook.

I understand that these Handbooks represent the current policies, regulations, and benefits, and that any and all policies or practices can be changed at any time by the Program. The Program retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time.

I understand that nothing in these manuals creates or is intended to create a promise or representation of continued employment and that my employment with the Program is pursuant to a separate, written employment contract. I further understand that my employment may be terminated in accordance with the provisions of the contract. I understand that my contract may not be changed except in writing signed by the Program Director. My signature below certifies that I understand the foregoing agreement that the separate employment contract is the sole and entire agreement between the Program and myself concerning the duration of my employment. My signature also certifies that I understand that, except for the separate written contract I have with the Program covering the period designated in such contract, this manual supersedes all prior manuals, handbooks, agreements, understandings, and representations (whether written or oral) concerning my employment with the Program.

Signed

Date

Print Full Name

(Retain in Employee Personnel File)